

Appeals against Internal Assessment of Work for External Qualifications

St Benedict's Catholic school is committed to ensuring that whenever members of staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned.

Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure.

A copy of this Appeals Policy will be available to students, parents/guardians via the VLE and the school website. It is also displayed on the noticeboard outside the Exams Office.

Appeals against the process used to arrive at a centre assessment:

1. Appeals against the process used to arrive at a mark must be made at least two weeks before the end of the last externally assessed paper in the examination series.
2. Appeals against the process used must be made in writing to the Head teacher who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the Head teacher was directly involved in the assessment in question, another member of the Senior Leadership Team will be appointed to conduct the investigation. Likewise if the Head teacher is not able to conduct the investigation for some other reason the same procedure will be followed.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

Appeals against the mark awarded by the centre:

1. Appeals against the mark awarded by the centre must be made at least one month before the exam board deadline for the submission of marks.
2. Appeals against the mark awarded must be made in writing to the Head teacher who will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement with the candidate and has no personal interest in the outcome of the review.
3. The reviewer will be instructed to ensure that the candidate's mark is consistent with the standard set by the centre.
4. The appellant will be informed in writing of the outcome of the appeal.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation does result in changes in marks awarded for internally assessed work. That is outside the control of the school and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the Enquiries About Results procedure of the relevant awarding body.